

**ACADEMIC AFFAIRS COMMITTEE**  
**January 19, 2007**  
**Minutes**

**Members**

**Present:** Paul Matney, Bob Austin, Robert Boyd, Diane Brice, Sally Evans, Ann Hamblin, Michael Kopenits, Duane Lintner, Shawna Lopez, Mary Clare Munger, Ed Nolte, Jim Powell, Rathna, Prabhakar and Vicky Taylor-Gore

**Members**

**Absent:** Toni Gordy, and Lyndi Shadbolt

**Others**

**Present:** Sondra Beighle and Gay Mills

**DECEMBER 1, 2006 MINUTES**

Minutes were approved as submitted.

**ALLIED HEALTH**

**Pharmacy Technology**

The request was to add HITT 1303 to the "Related Required Courses" bringing the program to 28 semester hours.

Lopez said they are scheduled for an accreditation site visit in September. Accreditation requires the program to have a minimum of 600 contact hours. Adding HITT 1303 will bring the program to 624 hours.

Kopenits moved, seconded by Powell to approve the request as submitted. The motion carried.

**BEHAVIORAL STUDIES DIVISION**

**Psychology – Social Work**

Powell said they are taking advantage of the Forensic Science interest in society. They are requesting the following changes.

1. Change PSYC 2302 – Psychology of Human Relations to PSYC 2302: Applied Psychology – Forensic Psychology
2. Eliminate PSYC 2301 as a prerequisite for PSYC 2314 – Life Span Development Psychology and add a reading prerequisite.
3. Eliminate PSYC 2301 as a prerequisite for PSYC 2319/SOCI 2326 – Social Psychology and add a reading prerequisite.
4. Change course description for PSYC 2319/SOCI 2326 to better represent the course content.
5. Include PSYC 2302, PSYC 231, and PSYC 2319/SOCI 2326 in AC's Core Curriculum as Social/Behavioral Sciences courses.

Matney expressed concern that the proposed course descriptions of PSYC 2302 and PSYC 2319 are too long. He is also concerned that the proposed course description of PSYC 2302: Applied Psychology – Forensic Psychology does not meet the guidelines of the Academic Course Guide Manual. He wondered if other students would be interested in taking it. Austin and Matney both had concern that we may be violating the ACGM. Austin suggested using PSYC 2340 for the Forensic science course (but it was noted that this course is no longer in the ACGM. Moller noted that this course had not been taught in years and needs to be deleted from AC's course offerings). Brice noted she had a list that has an approved ACGM course "Current Issues in Psychology" which might be appropriate (but it was noted that although listed on the CB WEB site that approval number is no longer listed in the ACGM).

After discussion it was suggested that the course descriptions for PSYC 2302, PSYC 2319 and SOCI 2326 be more succinctly written and resubmitted for consideration. Powell will take the committee member's concern back to Moller for consideration.

Action was taken on the following items:

- Eliminate PSYC 2301 as a prerequisite for PSYC 2314 – Life Span Development Psychology and add a reading prerequisite.

Boyd moved, seconded by Prabakar, to approve the request as submitted. The motion carried.

- Eliminate PSYC 2301 as a prerequisite for PSYC 2319/SOCI 2326 – Social Psychology and add a reading prerequisite.

Boyd moved, seconded by Evans, to approve the request as submitted. The motion carried.

- Include ~~PSYC 2302~~, PSYC 2314, and PSYC 2319/SOCI 2326 in AC's Core Curriculum as Social/Behavioral Sciences courses. *Since PSYC 2302 description is still under consideration, since it will require PSYC 2301 as a prerequisite, and since PSYC 2301 is already on the General Education Course List - PSYC 2302 it was withdrawn from the request.*

Austin moved, seconded by Munger, to approve adding PSYC 2314 and PSYC 2319/SOCI 2326 to the General Education Course List. The motion carried.

## **BUSINESS DIVISION**

### **Office Administration**

Matney said that when Mills took over the Office Administration program she studied the curriculum and believes it is time to change/update the program to meet the current needs of employers and attract students.

Mills established an active, interested advisory committee and also studied programs at

many other community colleges. She also talked to graduates and part-time faculty. She and Debbie Bailey took all the information gleaned from research and propose the changes for consideration. They were looking for a strong program and believe the proposal is such.

Lintner noted that it is difficult for education to keep up with the evolving changes in computer technology and believes that the CIS Department has courses that can meet the needs of the proposed POFI 1204: Computer Fundamentals and ITSW 1307: Introduction to Database.

After discussion it was agreed to take action on the following requests:

- WECM Update (Change ITSW 2331: Advanced Word Processing to POFI 2340: Advanced Word Processing.

Austin moved, seconded by Powell, to approve the request as submitted. The motion carried

- Deactivate/sunset OFAD.AS.BE.

Powell moved, seconded by Prabakar, to approve the request as submitted. The motion carried.

Boyd moved, seconded by Munger, to table the following requests until after Mills, Lintner, and Hernandez meet.

- Update POFT 2343: Shorthand/Notetaking II with POFT 1349: Administrative Office Procedures II (new WECM course).
- Add two new courses to Office Administration Core Curriculum:  
POFT 1204: Computer Fundamentals and  
ITSW 1307: Introduction to Databases
- Revise Information Management Specialist (AAS) Curriculum (9 changes).
- Designate POFT 1349: Administrative Office Procedures II and/or POFT 2331: Advanced Document Formatting as OA capstone courses
- Refine Office Administration catalog curriculum terminology for consistency/accuracy

Matney commended Mills on her year-long effort in studying the program for improvement.

## **ANNOUNCEMENTS**

Munger – Child Care Facility has been renovated and looks great

Mortuary Science – Set for an accreditation visit

Taylor-Gore Exhibit – Vicky is one of 60 international artists who had a painting selected to tour China for one year. The exhibit will open in a museum in Washington DC before going to China. Vicky's web site is [victoriataylorgore.com](http://victoriataylorgore.com)

WTAMU – Matney noted that Amarillo College's relationship with WTAMU is continuing to improve

Tenure – Matney noted that 13 faculty submitted good petitions which will be reviewed at the January Board of Regents meeting.